



CITY OF HOUSTON

Administration and Regulatory Affairs Department
Strategic Purchasing Division

Annise D. Parker
Mayor

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February 14, 2011

SUBJECT: Letter of Clarification No. 2
Cleaning & Janitorial Services for the Convention & Entertainment
Facilities Department

REFERENCE: Invitation to Bid No. S50-L23546

TO: All Prospective Proposers

This Letter of Clarification is issued for the following reason:

• **To revise the above referenced solicitation as follows:**

1. **Extend the bid opening date from Thursday, February 17, 2011 to Thursday, February 24, 2011 at 10:30 a.m.**
2. **Page 8, BID BOND should be revised to read as follows:**

The Bidder shall provide a bid bond in the amount of ~~\$50,000.00~~ **10% of the bid**. The bid bond shall be in the same form as that distributed by the City, and shall be duly executed by Bidder (as "Principal") and by a corporate surety company licensed to do business in the State of Texas. Cashier checks made payable to the City are also accepted. Bid bonds will be held by the City until an award is approved.

When issued, Letter(s) of Clarification shall automatically become a part of the bid documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the proposers to ensure that it has obtained all such letter(s). By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this proposal.

If you have any questions or if further clarification is needed regarding this Invitation for Bid, please contact me.

Sincerely,

Arturo Lopez

Arturo Lopez
Senior Procurement Specialist
arturo.lopez@houstontx.gov
832-393-8731

Attachments: Revised ITB Page 8

Partnering to better serve Houston

Council Members: Brenda Stardig Jarvis Johnson Anne Clutterbuck Wanda Adams Mike Sullivan Al Hoang Oliver Pennington
Edward Gonzalez James G. Rodriguez Stephen C. Costello Sue Lovell Melissa Noriega C.O. "Brad" Bradford
Jolanda "Jo" Jones **Controller: Ronald C. Green**

EQUIPMENT AND SERVICES

1. List your twenty-four (24) hour emergency phone number.

2.
 - a. Is your company capable of providing up to 150 additional cleaning personnel, 11 to 20 supervisors, and two furniture repair personnel upon 48 hours' notice?

 - b. Is your company capable of providing 50 additional cleaning personnel, six to ten supervisors, and two furniture repair personnel upon 12 hours' notice?

3. Describe how your company will provide up to 20 additional cleaning personnel per shift:

QUALITY AND WORKMANSHIP

The Bidder must be able to demonstrate upon request that it has satisfactorily performed services similar to the services specified herein. The City of Houston shall be the sole judge as to whether the services performed are similar to the scope of services contained herein and whether the bidder is capable of performing such services.

BID BOND

The Bidder shall provide a bid bond in the amount of ~~\$50,000.00~~ **10% of the bid**. The bid bond shall be in the same form as that distributed by the City, and shall be duly executed by Bidder (as "Principal") and by a corporate surety company licensed to do business in the State of Texas. Cashier checks made payable to the City are also accepted. Bid bonds will be held by the City until an award is approved.

PERFORMANCE BOND

The Contractor shall furnish and maintain a performance bond in the amount of **\$1,500,000.00** throughout each year of the agreement, renewable each year of the Agreement Term including extension terms, conditioned on the Contractor's full and timely performance of the Agreement. If the City exercises its option to extend the Agreement beyond the initial term of three years, the Contractor shall furnish a performance bond for each renewal year. However, the surety providing the performance bond for the initial term of the Agreement shall be under no obligation to provide the performance bond for any renewal year. The bond shall be issued by a corporate surety authorized to write surety bonds in the State of Texas and a form approved by the City Attorney's Office.

If the City exercises any option years, Contractor shall maintain a performance bond in the amount equal to **\$1,500,000.00** for the option year, in a form approved by the City Attorney's Office. The bond must be in substantially the form attached as Exhibit "I" and issued by a corporate surety authorized and admitted to write surety bonds in Texas. If the amount of the bond exceeds \$100,000, the surety must be listed on the current list of accepted sureties on